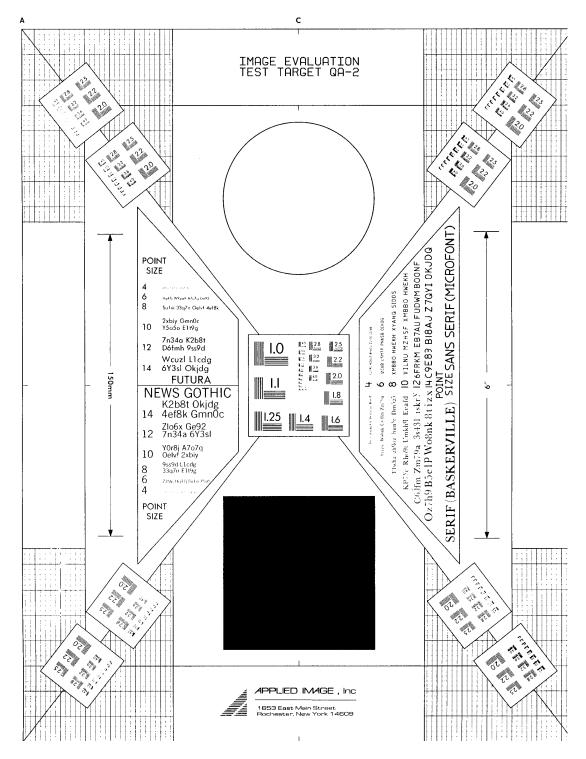
APPENDIX A

SAMPLE MICROFILM TARGETS used by the Department of Cultural Resources

- Figure 1 **TECHNICAL** target
- Figure 2: **START** target
- Figure 3: **DEPARTMENTAL SEAL** target
- Figure 4: **REEL NUMBER** target
- Figure 5: **SPECIAL EXPLANATORY** target
- Figure 6: **CERTIFICATE OF AUTHENTICITY**
- Figure 7: **END OF BOOK** target
- Figure 8: **END OF REEL** target
- Figure 9: **CORRECTION** target
- Figure 10: **START OF RETAKE** target
- Figure 11: SPLICING AUTHENTICITY CERTIFICATE
- Figure 12: **END OF RETAKE** target
- Figure 13: **RECORDS LOG** (example)

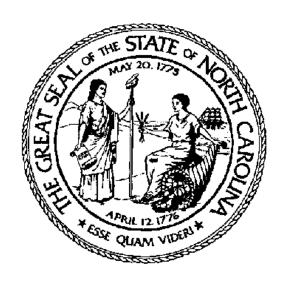


SAMPLE RESOLUTION TARGET - Not to be used for actual filming.

(Figure 1)

(Figure 2)

STATE OF NORTH CAROLINA Department of Cultural Resources



Microfilmed by DIVISION OF ARCHIVES AND HISTORY Archives and Records Section Raleigh, North Carolina

[Other agencies should develop their own targets.]

(Figure 3)

(Figure 4)

The following records are filmed in the order in which they were received by the Records Services Branch of the Division of Archives and History.

[SAMPLE TARGET]

(Figure 5)

DEPARTMENT OF CULTURAL RESOURCES DIVISION OF ARCHIVES AND HISTORY

ARCHIVES AND RECORDS SECTION <u>CERTIFICATE OF AUTHENTICITY</u>

This is to certify that the micrographics appearing	on this fil	m are tr	ue and a	iccura	te	
reproductions of records originated during the	normal	course	of bus	siness	by	the
and consist of						_
The records begin with						
and end with					:	
It is further certified that the above records were microthe General Statutes of North Carolina, chapter 8-45.1 a Business and Public Records as Evidence Act"; that treproduce the records so microfilmed; that the film for original, if necessary; and that the film used conforms Photographic Films-Specifications for Safety Film, ANSI Standards Institute, Imaging Media (Film)-Silver Gelatin NAPM IT9.1-1996. This is further to certify that the microphotography processe on the date and at the reduction ratio indicated below.	nd 8-45.4, he microp rms a dura to Americ IT9.6-1991 Type-Spect	"Uniform hotograph able medi can Natio (R-1996) ifications	n Photogr hy proce um for r nal Stand and Am for Stabil	raphic esses aceprodu dards derican lity, AN	Copic ccura ucing Insti Nati	es of ately the tute,
Date filming of this reel began]	Reductio	n Ratio	0	
Date filming of this reel ended						
	Microfile	n Camera	Operator			

Microfilm Camera Operator

[SAMPLE TARGET]

(Figure 6)

(Figure 7)

(Figure 8)

CORRECTION

(Figure 9)

START RETAKE

DEPARTMENT OF CULTURAL RESOURCES DIVISION OF ARCHIVES AND HISTORY

ARCHIVES AND RECORDS SECTION SPLICING AUTHENTICITY CERTIFICATE

This is to certify that the following records of
consisting of
peginning with
and ending with
have been microfilmed to correct an error in, or to improve the quality of, the original film. The error or the unsatisfactory image or images will be cut out of the original film or will otherwise be obliterated and the retake beginning and ending as indicated above will be spliced in as a replacement.
This is further to certify that the microphotography processes were accomplished in accordance with chapters 8-45.1 - 8-45.4, inclusive, <u>General Statutes of North Carolina</u> , by the undersigned on the date and at the reduction ratio indicated below.
Date Reduction Ratio:
Microfilm Camera Operator

[SAMPLE TARGET]

(Figure 11)

RETAKE

(Figure 12)

(Records Log)

Name of Agency/Office

Reel No.	Case No.	No. Exposures or Pages	Date Filmed	Camera Operator	Comments

(Figure 13)